***Sample of a Letter to Congress***
***Please type or neatly handwrite your letter***

Date

(Print your name and home address)

The Honorable (name of Representative)
U.S. House of Representatives
Washington, D.C. 20515
Or....
The Honorable (name of Senator)
U.S. Senate
Washington, D.C. 20510

Dear Congressman _____: or Senator _____:

(In your own words, write your message. You can use the "Message Points" included in this packet to guide you in writing your letter.)

I would appreciate receiving a response from you about your position on these issues.

Thank you for your time.

Sincerely,

(Your signature)

cc: President William J. Clinton

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Source: https://www.industrydocuments.ucsf.edu/docs/fzcy0000